

### ***Example Scenario for Training Purposes Only***

**Note:** The following training exercise is intended to provide “real-life” scenarios for use during instructor led training. Refer to the accompanying data sheet as necessary while performing the practice training exercises. Please note that the scenario and data provided are for example purposes only.

## **OVERVIEW**

### **Purpose**

The purpose of this document is to provide the necessary information to complete the classroom training exercises. In addition to the information provided below, you may also reference your training guide for additional information.

### **List of Activities**

The following training exercises are part of the FIN305: Budget and Commitment Control:

- Activity 1: Processing Budget Journals Training Exercise
- Activity 2: Processing Budget Transfer Journals Challenge
- Activity 3: Inquiring and Reporting upon Budget Activities Training Exercise

## **ACTIVITY 1: PROCESSING BUDGET JOURNALS TRAINING EXERCISE**

You have completed the setup for the Wisconsin Commitment Control Budgets. You have now been asked to prepare several budget journals for the 25500 Business Unit’s appropriations and operating budgets.

1. The appropriations level budget has a Permanent Salary budget of \$1,000,000 for Fund S100, Account A000001 for year 2015.
2. The operating ledger has a Classified Civil Service Salary budget of \$500,000 for Fund 10000, Account CLS0001 for year 2015.

The organization level budgets are as follows:

<b>Budget Period</b>	<b>Bud Ref</b>	<b>Account</b>	<b>Fund</b>	<b>Department</b>	<b>Amount</b>
2015	FY2015	CLS0001	10000	2550601000	\$200,000
2015	FY2015	CLS0001	10000	2550602000	\$85,000
2015	FY2015	CLS0001	10000	2550603000	\$115,000
2015	FY2015	CLS0001	10000	2550505000	\$100,000

Use the data in the following table to complete the activity.

Field	Value
Navigation: <b>Main Menu &gt; Commitment Control &gt; Budget Journals &gt; Enter Budget Journals</b>	
Business Unit	25500
Journal ID	NEXT
Journal Date	<i>Use Today's Date</i>
Click <b>Add</b>	
Ledger Group	CC_APPROR
Budget Entry Type	Adjustment
Cur Effdt	<i>Use Today's Date</i>
Long Description	Appropriations ledger budget journal entry
Select the <b>Budget Lines</b> tab	
Budget Period	2015
Budget Ref	FY2015
Fund	S100
Appropriation	10100
Account	A000001
Amount	1,000,000
Click <b>Save</b> and record Journal ID number	
Select <b>Submit Journal</b> from Process List dropdown box	
Click <b>Process</b>	
<b>Approval Header Status</b> will change to <b>Pending</b> when the submission process is complete	
Click <b>Add</b> to begin creating the operating budget journal	
Business Unit	25500
Journal ID	NEXT
Journal Date	<i>Use Today's Date</i>
Click <b>Add</b>	
Ledger Group	CC_OPER
Budget Entry Type	Adjustment

Field	Value
Cur Effdt	<i>Use Today's Date</i>
Long Description	Operating Ledger Budget
Select the <b>Budget Lines</b> tab	
Budget Period	2015
Budget Ref	FY2015
Fund	10000
Appropriation	10100
Dept	2550601000
Account	CLS0001
Amount	200,000
Click <b>Insert Lines (+)</b> next to <b>Lines to Add</b>	
Budget Period	2015
Budget Ref	FY2015
Fund	10000
Appropriation	10100
Dept	2550602000
Account	CLS0001
Amount	85,000
Click <b>Insert Lines (+)</b> next to <b>Lines to Add</b>	
Budget Period	2015
Budget Ref	FY2015
Fund	10000
Appropriation	10100
Dept	2550603000
Account	CLS0001
Amount	115,000
Click <b>Insert Lines (+)</b> next to <b>Lines to Add</b>	
Budget Period	2015

Field	Value
Budget Ref	FY2015
Fund	10000
Appropriation	10100
Dept	2550505000
Account	CLS0001
Amount	100,000
Click <b>Save</b> and record Journal ID number	
Select <b>Submit Journal</b> from Process List dropdown box	
Click <b>Process</b>	
Verify <b>Approval Header Status</b> displays Pending	
<b>You have now completed this training exercise!</b>	

## ACTIVITY 2: PROCESSING BUDGET TRANSFER JOURNALS CHALLENGE

Now that you have created budget balances for the Department of Public Instruction appropriations and organization budgets, you have been informed that there have been some budget changes. You have been asked to move \$50,000 from the Education Information Services (Department 2550603000) budget to the IT Technical Services budget (Department 2550505000), and \$15,000 from the State Superintendent budget (Department 2550601000) to the Legal Services budget (Department 2550602000).

Instead of creating additional journal entries to make the adjustments that have been requested, you will be using PeopleSoft Commitment Control's budget transfer functionality.

Create budget transfer journals to transfer the budget funds as indicated. Use the data in the following table to complete the activity.

Field	Value
Navigation: <b>Main Menu &gt; Commitment Control &gt; Budget Journals &gt; Enter Budget Transfer</b>	
Business Unit	25500
Journal ID	NEXT
Journal Date	<i>Use Today's Date</i>
Click <b>Add</b>	
Ledger Group	CC_OPER

Field	Value
Budget Entry Type	Transfer Original
Cur Effdt	<i>Use Today's Date</i>
Long Description	Organization budget journal transfer
Select the <b>Budget Lines</b> tab	
Budget Period	2015
Bud Ref	FY2015
Fund	10000
Appropriation	10100
Dept	2550603000
Account	CLS0001
Amount	-50,000
Click <b>Insert Lines (+)</b> next to <b>Lines to Add</b>	
Budget Period	2015
Bud Ref	FY2015
Fund	10000
Appropriation	10100
Dept	2550505000
Account	CLS0001
Amount	\$50,000
Click <b>Save</b>	
Select <b>Submit Journal</b> from Process List dropdown box	
Click <b>Process</b>	
<b>Approval Header Status</b> will change to Pending when the submission process is complete	
Click <b>Add</b> button to begin creating the second budget transfer entry	
Business Unit	25500
Journal ID	NEXT
Journal Date	<i>Use Today's Date</i>
Click <b>Add</b>	

Field	Value
Ledger Group	CC_Oper
Budget Entry Type	Transfer Original
Long Description	Organization budget journal transfer
Select the <b>Budget Lines</b> tab	
Budget Period	2015
Bud Ref	FY2015
Fund	10000
Appropriation	10100
Dept	2550601000
Account	CLS0001
Amount	-15,000
Click <b>Insert Lines (+)</b> next to <b>Lines to Add</b>	
Budget Period	2015
Bud Ref	FY2015
Fund	10000
Appropriation	10100
Dept	2550602000
Account	CLS0001
Amount	15,000
Click <b>Save</b>	
Select <b>Submit Journal</b> from Process List dropdown box	
Click <b>Process</b>	
<b>Approval Header Status</b> will change to Pending when the submission process is complete	
<b>You have now completed this training exercise!</b>	

## ACTIVITY 3: INQUIRING AND REPORTING UPON BUDGET ACTIVITIES TRAINING EXERCISE

You have created budget journals for the State of Wisconsin for their appropriations budget and their organizations budget. Your supervisor has asked you to provide the details for the Department of Public Instruction budget including any department budget details to date.

To retrieve this information from the system, create a budget inquiry using the Budget Overview page for the 25500 business unit and Agency Operating ledger group. Retrieve the budget details for the 2015. Use the data in the following table to complete the activity.

Field	Value
Navigation: <b>Main Menu &gt; Commitment Control &gt; Review Budget Activities &gt; Budgets Overview</b>	
Select <b>Add a New Value</b>	
Inquiry Name	<Your Initials>_INQ
Click <b>Add</b>	
Description	Operating Budget Inquiry
Business Unit	25500
Ledger Group/Set	Ledger Group
Ledger Group	CC_OPER
Select the <b>Display Chart</b> checkbox	
Type of Calendar	Detail Budget Period
From Budget Period	2015
To Budget Period	2015
Click <b>Save</b>	
Click <b>Search</b>	
Review <b>Ledger Totals</b> and <b>Budget Overview Results</b>	
<b>You have now completed this training exercise!</b>	